

DD/A 76-5141

18 OCT 1976

MEMORANDUM FOR: Office of Comptroller

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Agency Travel Plans - FY 1977 and 1978

REFERENCE : OMB Bulletin 76-9, Supplement 2

1. As requested in the referent, this memorandum summarizes those measures which will be taken by this Agency to control official travel and reduce costs of travel in fiscal years 1977 and 1978.

- Each of the four directorates and the Office of General Counsel are represented on the Agency's Travel Policy Committee. In addition to coordinating travel regulations, the committee is specifically tasked with reviewing and evaluating Agency travel policies to improve efficiency, reduce costs, and facilitate equity and consistency in the execution of travel policy and regulations.
- Each operating component has an authorizing official to review annual travel plans and evaluate individual travel requests in view of necessity of travel, alternatives to travel, most economic means of travel, and the duration of time that the traveler spends at destination.
- In addition to issuance of an Agency notice (HN   copy attached) to emphasize the continuing need to avoid nonessential travel, each Agency component has prepared a plan for limiting official travel to the minimum required to meet their specific missions during FY 1977 and 1978 and to reduce the cost of required travel. Attachment A to the referent (Methods and Procedures for Curtailing Official Travel and Reducing Travel Costs) provided the basic guidance for the development of these plans.

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2. Wherever applicable, the list of methods and procedures contained in referent have been incorporated into component travel plans and need not be repeated here. Additional or supporting measures that the Agency has undertaken to reduce travel costs include

- Installation of Wide Area Telephone Service (WATS) to facilitate official teleconferencing.
- Operation of shuttle bus service to local points of frequent travel by Agency employees.
- Combining of several day trips.
- Extensions of overseas tours or duties.
- Expansion of in-house training facilities to include presentation of courses by commercial vendor at headquarters location, and use of video tape equipment to provide on-site training for employees located outside of the metropolitan area.
- Continuation of the Agency's Inflation Fighting and Cost Reduction Program which reinforces employee awareness of the need for cost savings of all areas, travel included, in the performance of official duties.

The overall Agency effort to reduce travel costs for FY 1977 and 1978 is largely a continuation of our program of the past several years. The program is designed to ensure that travel is authorized only as necessary to meet mission requirements of the Agency. The emphasis of the program is placed in the prudent management by each component manager and careful planning at every level of the organization. Although rising costs of travel and unexpected international developments may serve to offset much of the savings in travel that the Agency might yield in a more stable environment, we will continue to apply control and review measures to minimize the cost of travel.

John F. Blake

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Attachment:

MEAS/DDA

Distribution:

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This Notice Expires 1 February 1977

TRAVEL

HN    
2 February 1976

### CONTROL OF OFFICIAL TRAVEL

1. The Office of Management and Budget (OMB) has issued Bulletin 76-9 which provides guidance for execution of U.S. Government policy to minimize travel and related costs. OMB directs that the policy be communicated to all travel authorizing officers with guidelines to effect stringent and austere plans to eliminate nonessential travel.

2. Agency travel policy has consistently been that travel be authorized only as necessary to meet mission requirements and that necessary travel be performed at minimum cost. OMB guidelines reinforcing this Agency policy are as follows:

a. Screen all travel orders to limit trips, numbers of individuals traveling, points to be visited, itineraries, and durations to those essential to mission performance.

b. Review all blanket travel authorizations, cancel those not essential, and issue appropriate guidelines to limit travel under such authorizations to the minimum necessary.

c. Minimize the number of employees who must travel for a single purpose.

d. Minimize participation by employees in conferences, meetings, and seminars that require travel at Agency expense.

e. Review contract provisions and procedures to ensure that travel costs incurred by contractors that are directly reflected in prices paid by the Agency are held to a minimum.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

DD/A Registry

Executive Registry

76-3096

BULLETIN NO. 76-9, SUPPLEMENT NO. 2

July 30, 1976

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Control of official travel

1. Purpose. This Supplement amends Office of Management and Budget (OMB) Bulletin No. 76-9 of December 4, 1975 to require that agencies prepare reports on FY 1977 travel costs and savings. It also suggests some additional methods and procedures to control travel that agencies should consider in developing their travel plans for FY 1977.

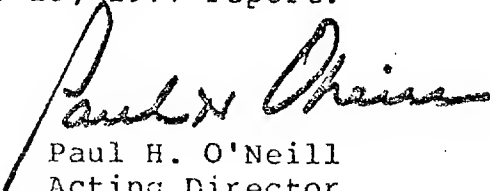
2. Reporting Requirements. Each agency shall submit a report on FY 1977 travel costs and savings to:

General Services Administration  
Attention: Director  
Federal Travel Management Division  
Federal Supply Service

The report is required to be submitted not later than November 15, 1977, and shall be in accordance with Attachment A and the exhibit thereto.

3. Methods and Procedures to Control Travel. Within the constraints of the policy and guidelines set forth in OMB Bulletin No. 76-9, as amended, agencies shall develop travel plans for FY 1977 that will minimize travel costs and eliminate nonessential travel. In the development of their travel plans, each agency should consider the methods and procedures set forth in Attachment B. Each of these methods or procedures has been implemented by at least one Federal agency. Accordingly, each agency should include as many as may be appropriate in its FY 1977 travel plan.

4. Effective Date. This Supplement is effective immediately and expires along with OMB Bulletin No. 76-9 upon submission of the November 15, 1977 report.

  
Paul H. O'Neill  
Acting Director

ATTACHMENT A  
Bulletin No. 76-9  
Supplement No. 2

REPORT ON FY 1977 COSTS AND SAVINGS  
IN TRAVEL AND TRANSPORTATION OF PERSONS

An original and one copy of the FY 1977 year-end report on travel costs and savings will be submitted in the format of the attached Exhibit, as prescribed below.

Part I. Costs and Savings. This part will present for each period shown the estimated dollar amounts for travel and transportation of persons (object class 21), in thousands of dollars. The term "travel costs" as used in this Attachment is intended to be on the same basis (obligations, costs, or other measures) used by the agency in its accounting for travel and other object classes. In most cases, agencies will provide a single line entry showing travel costs for the agency, as a whole. However, Cabinet departments are required to provide separate line entries for each major bureau or other organizational unit that has sizeable travel costs. In such cases, a total for the agency is also required. The amounts provided for the various line entries should equal the total for the agency.

Agency. List the reporting agency. In the case of Cabinet departments, also list separately any bureau or other organizational unit with significant travel costs, a consolidated line entry for the other organizational units, and a line entry for "total agency." At least one space should be left between each line entry.

Column 1. Report estimated travel costs for FY 1977 for each line entry shown in the "Agency" column. The total amount reported should be consistent with the FY 1977 amounts for travel presented in the 1978 budget.

Column 2. Report actual travel costs for FY 1977 for each line entry shown in the "Agency" column.

Column 3. Report the dollar increase (+) or decrease (-) in travel costs. The amounts reported should equal the difference between actual costs for FY 1977 (Column 2) and estimated costs (Column 1).

Column 4. Report the estimated dollar savings in travel costs resulting from revised travel plans for FY 1977 developed in accordance with Bulletin No. 76-9 and this Supplement, as appropriate. The amount estimated as saved

in FY 1977 (Column 4) plus the amount of actual travel costs reported for FY 1977 (Column 2) should equal the total amount for travel for FY 1977 that had been estimated prior to the revised travel plans.

Part II. Discussion of methods used to achieve economies and savings. A brief narrative should specify the methods used to achieve the economies and savings reported by the agency in Column 4 of Part I, above. This discussion should highlight successful methods that may be applicable to other Government agencies.

Part III. Explanation of increases. In view of possible increases in actual FY 1977 travel costs above what had been estimated, the same dollar amounts may not have resulted in the same extent of travel. Therefore, an estimate should be made of the dollar amounts of actual travel costs (Column 2) attributable to:

- increased per diem and subsistence rates;
- increased common carrier rates (such as fares for air and rail travel); and
- other increased travel costs (such as mileage allowance).

Approximations, rather than a detailed analysis of travel vouchers, should be used for this purpose to minimize agency workload.

Also indicate, as appropriate, the costs attributable to any increase in the extent of travel, together with a brief explanatory statement.

NOTE: Amounts in thousands of dollars

REPORT ON FY 1977 TRAVEL COSTS AND SAVINGS IN OBJECT CLASS 21.0  
TRAVEL AND TRANSPORTATION OF PERSONS

PART I. COSTS AND SAVINGS:

Agency	FY 1977 Travel (Est.) in FY 1978 Budget	FY 1977 travel costs (actual)	Difference: col. (2) minus col. (1)	Est. of FY 1977 savings based on revised travel plans
	(1)	(2)	(3)	(4)
Department of Government				

(Report breakdown of major  
bureau or other organiza-  
tional unit for cabinet  
departments only.)

Part II. DISCUSSION OF METHODS USED TO ACHIEVE ECONOMIES AND SAVINGS:

Part III. EXPLANATION OF INCREASES:

EXHIBIT 1  
Bulletin No. 76-9  
Supplement No. 2

ILLUSTRATION OF COMPARATIVE TIME AND COST DATA  
FOR ALTERNATIVE MODES OF TRAVEL  
(Downtown Washington, D.C. to downtown (Federal Plaza) New York)

Mode	Ground <u>1/</u>		Enroute <u>2/</u>		Ground <u>3/</u>		Other <u>4/</u>		Total
Air-Class Y (Reservation)	Time 20 Min.	Cost \$4.00	Time 55 Min.	Cost \$36.00	Time 50 Min.	Cost \$10.00	Time 45 Min.	Time 5/ 2 Hr. 50 Min.	Cost \$1.00
Metroliner (Reservation)	10 Min.	\$1.15	3 Hrs.	\$23.00	15 Min.	\$3.00	10 Min.	3 Hr. 35 Min.	\$27.15

1/ Taxi to carrier terminal.

2/ If no enroute delays are encountered.

3/ Taxi from terminal.

4/ Recommended arrival time prior to scheduled departure at terminal.

5/ If no traffic or weather delays are encountered. If baggage is checked on aircraft add 10/15 minutes additional time for Air-Class Y.

Exhibit 2  
Bulletin No. 76-9  
Supplement No. 2



METHODS AND PROCEDURES FOR CURTAILING OFFICIAL  
TRAVEL AND REDUCING TRAVEL COSTS

The following is a list of methods and procedures that have been used successfully by at least one Federal agency and should be considered by all agencies in the curtailment of official travel and the reduction of travel costs.

a. Limitation of attendance at conferences -- when attendance is determined to be necessary for accomplishment of agency missions -- to a single individual responsible for summarizing and reporting the results to other staff members;

b. Utilization of teleconferencing, whenever appropriate, in lieu of conference attendance.

c. Selection by each authorizing officer and person traveling on official business of the most expeditious and economic means of transportation commensurate with the nature of travel being performed. The governing Federal Travel Regulations establish the following order of priority in this selection process:

- (1) Common carrier;
- (2) Government-owned or Government contract rental vehicles;
- (3) Privately-owned conveyance;
- (4) Special conveyance including commercially-rented vehicles.

All authorizing officials and travelers should be aware of the substantial savings available by utilizing the General Services Administration's interagency motor pool vehicles and commercial vehicles under Federal Supply Service contracts. Because commercially rented vehicles not under contract are the most costly, their use for official business should be restricted to the most unique situations. Before authorizing use of commercial rental vehicles not under contract, consideration should be given to requiring authorizing officials to certify on travel orders that use of the methods of transportation in priorities 1 through 3 will not be more advantageous to the Government.

d. Assessment of alternative modes of travel by common carrier to assure selection of most efficient method when

all costs have been considered. For example, in some travel situations, especially between points in the Northeast Corridor (Washington, D.C. - New York - Boston), Amtrak Metroliner Reserve service may be the most advantageous method of travel when the total downtown to downtown travel costs are considered. Exhibit 2 illustrates the type of comparative time and cost data that should be considered in assessing alternative modes of travel.

e. Utilization of special excursion fares which are available from all common carriers of passengers. Discounts range from 30 to 45 percent below normal coach fares but are subject to individual carrier restrictions. While these special fares are designed to promote vacation and personal travel, they may be used for official Government travel. Carriers should be consulted as to the availability of these lower rates.

f. Revision of travel order and authorization forms to include the following statement for certification by the approving official: "I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and missions."

g. Rescission of all current blanket or continuous travel authorizations as of a specified date. Reissuance of these types of travel authorizations to be effected to the minimum extent necessary for mission accomplishment and not to exceed 90 days in any reapproved base.

h. Reenforcement of employee awareness of the need for total cost consciousness in the performance of official travel. A sound travel management program requires knowledge of the rules to be followed and the exercise of good judgment by all persons. In particular, it is expected that the expenses which each traveler incurs for lodging and other subsistence will be similar to those of a prudent person traveling on personal business.

i. Screening of travel authorizations to assure, to the extent possible, that travel is performed for more than a single purpose and visits to more than one city are made in series without return to home station.

j. Establishment of procedures to closely control local travel particularly any authorization for local travel from an employee's home to a temporary duty station location within the permanent duty station area.

k. Utilization, wherever possible, of local training courses to eliminate or minimize travel costs.